

Chapter 3 - Work with Jurors/Names

CHAPTER THREE -- WORK WITH JURORS/NAMES ACCESSING JUROR UPDATE SCREENS

WORK WITH JURORS

Overview

The Work with Jurors function is used to record juror status information and to look up juror events. All juror update screens can be accessed from either the work with jurors function or the Work with names function.

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JYF1DFK    DISPLAY                                3/01/05 12:08:11

                                Work with Jurors

County: 76  Year: 2004/05  System#: 
Status:    Court:    Term:    Panel:    Venue:

Type options, press Enter.
2=Change 4=Delete 5=Display E=Events T=Transfer V=Vouchers #=Upd Juror#
W=Certificate

System#  Name                Sts   Crt   Term Pnl Jur# Venue
_      1  JONES, JOHN,       QLF   C 24   1    [ ] [ ] [ ]

F3=Exit  F4=Prompt  F6=Create  F13=Reassign Panel

Bottom
  
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Work with Jurors screen

Access Work with Jurors

The work with Jurors screen appears whenever you select WORK WITH JURORS from the JIS Jury System Menu or exit one of the juror update screens.

Field Definitions

COUNTY (Header)

The county in which the user is assigned. Only jurors within this county will display. If a user has multi-county authority, the county number may be changed.

YEAR (Header)

The default jury year assigned for the user. Only jurors within

this year will display. The year can be changed to work with jurors in another year.

The following fields are used to “filter” the list to display only the jurors which match the filtering criteria:

SYSTEM# (Header)	This field is a “positioner” field. Type the system assigned number to be displayed on the first detail line of the screen.
+STATUS	Type the status code to display jurors currently in that status.
+COURT (Header)	Enter the three parts of the court (type, number, location) to display jurors assigned to a specific court.
+TERM (Header)	Type up to a four character designation code for a term in this field and information will display for the jurors assigned to that term.
+PANEL (Header)	Type up to a two character designation code for a panel in this field (together with a term designation code) and information will display for the jurors assigned to the requested term and panel.
+VENUE	Type the venue code to display jurors in that particular venue.
SYSTEM#	Enter the system number of the juror to be qualified or updated.
STATUS	The status field is used only in the qualification process. Once the questionnaires have been divided into separate piles, ie: qualified, exempt, permanently excused, etc, enter the status code of the first pile.
EXCUSE	The excuse field is used only in the qualification process. Enter an excuse code from the code table when the status code being used requires an excuse. Example: Status; PEX, Excuse: O70.

JYNLPVK ENTER 3/01/05 12:44:15

Edit Juror - Prompt Screen

County: 76
Year: 2004/05
System#: 1

Qualification Process Only

Status: ___
Excuse: ___

F3=Exit

Edit Juror Prompt screen

Options

2=CHANGE	Enter 2 in the option field to qualify or change the juror record. The Edit Juror Prompt Screen will appear.
4=DELETE	Enter 4 in the option field to delete the juror record.
5=DISPLAY	Enter 5 in the option field to display the juror record.
E=EVENTS	Enter E in the option field to display the juror events.
T=TRANSFER	Enter T in the option field to carry a juror over to the following jury year or transfer a juror to another term and panel within the current jury year.

When carrying a juror over to the following jury year, the current juror's status will change to exempt, an exempt event to excuse the juror will be added, and the juror will be added into the next jury year with a new system number and a qualified status.

When transferring a juror to another term and panel, the juror's status is updated to qualified, a qualified event is added, along with changing the juror's assigned term and panel. The term/

JYF1DFK

County: 76

Type optio
2=Change
W=Certific

System#
1

F3=Exit

53

Transfer Juror Prompt

County: 76 SANILAC COUNTY

System#: 1 JONES, JOHN,

Transfer From:
Year: 2004/05 Court: C 24 1 Term: Panel:

Transfer To:
Year: Court: Term: Panel:

Include: Letter: Barcodes:
Label:

F3=Exit F4=Prompt

om

Transfer Jury screen when transferring one at a time

Field Definitions

COUNTY	The county in which the user is assigned.
SYSTEM#	The number assigned to the juror by the system.
TRANSFER JUROR FROM	The current year, court, term and panel of the juror to be transferred or carried over.
+TRANSFER JUROR TO	Enter the year, term and panel the juror is to be transferred in or carried over to.
LETTER	When wanting to send a letter to the juror to advise them that they have been transferred, enter the letter code for the transfer letter. The letter must be predefined prior to using a code.
BARCODES	Enter Y to print barcodes on the letter or label. Enter N if barcodes are not desired.

LABEL Enter Y if a label needs to be printed. Enter N if label is not needed.

F13=REASSIGN PANEL Press F13 from the Work with Jurors screen when wanting to reassign an entire panel. NOTE: Jurors must be assigned to a court, term, and panel to be able to use this

JYF1DFK DISPLAY 3/02/05 9:11:03

Work with Jurors

County: 76 Year: 2004/05 System#: _____
 Status: _____ Court: _____ Term: _____ Panel: _____ Venue: _____

Type options, press Enter.
 2=Change 4=Delete 5=Display E=Events T=Transfer V=Vouchers #=Upd Juror#
 W=Certificate

System#	Name	Sts	Crt	Term	Pnl	Jur#	Venue
1	JONES, JOHN,	QLF	C 24	1			

F3=Exit F4=Prompt F6=Create F13=Reassign Panel

Bottom

JYF1DFK DI

County: 76 Y
 Sta

Type options,
 2=Change 4=D
 W=Certificate

System#	Na
1	JO

Transfer Juror Prompt

County: 76 SANILAC COUNTY

System#: ***ALL JURORS***

Transfer From:
 Year: 2004/05 Court: C 24 Term: FALL Panel: A

Transfer To:
 Year: 2004/05 Court: C 24 1 Term: Panel: _____

Include: Letter: _____ Seq (A/N/B): _____ Barcodes: _____
 Label: _____

F3=Exit F4=Prompt

F3=Exit F4=

Transfer Juror screen when transferring an entire panel

Options Continued

- V=VOUCHERS Enter V in the option field to display vouchers for juror.
- #=UPD JUROR # Enter # in the option field to update the juror number.
- W=CERTIFICATE Enter W in the option field to generated a work certificate. See example.

JYLQPFK		Juror Work Certificate		3/07/2005	
SANILAC COUNTY		24TH JUDICIAL CIRCUIT COURT		SANDUSKY MI 48471	
Year: 2004/05		Court: C 24 1		Term: FALL Panel: A	
System#	Juror#	Name/Address		Paid Amount	
1	1	JONES,JOHN,		\$_____	
		123 MAIN STREET			
		CARSONVILLE MI 48419-9406			
		Days served: _____		\$_____	
		Miles: _____		\$_____	
Date		Court Clerk/Authorized Official			
The above fee/compensation was received by me on _____.		Date			
		Juror Signature			
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys					

Sample Juror Work Certificate

To Add a Juror

To access the screen to add a juror press [F6] from the Work with Jurors screen. The edit juror key screen then appears with the next available juror number, press [ENTER] and the Edit Juror screen appears. Type the information as it pertains to the juror and press [ENTER].

Edit Juror screen

Field Definitions

COUNTY	The County in which the juror resides.
YEAR	The jury year of the juror.
LAST SERVED	The most recent date of service for the juror.
SYSTEM#	The number assigned to the juror at the beginning of the jury process.
+STATUS	The status of the juror.
+VENUE	Venue is required only when the county has court locations with a limited jurisdiction within the county to select jurors.
+EXCUSE	The reason a juror is excused, exempt, permanently excused or unqualified.

+NAME PROMPT	This field is used to select or add a name record for the juror being created. Position the cursor in this field and press [F4] to display the Work with Names screen. See Work with Names later in this chapter.
DLN/PIN	The driver license or personal identification number assigned to the juror by the Department of State Office.
NAME	The name of the juror in the format of Last Name, First Name, Middle Name.
DOB	The date of birth of the juror.
ADDRESS	The address of the juror.
SEX	The gender of the juror.
CITY,ST,ZIP	The city, state and zip code of the juror's residence.
+RACE	The ethnic race of the juror.
ROUND TRIP	The round trip mileage of the juror from their residence to the court location. Validation is available for mileage. See Option 6, Zip Codes on the Maintenance Menu.
HOME PHONE	The home telephone number of the juror.
WORK AND EXT	The work telephone number and extension of the juror.
OCCUPATION CODE	A three letter code that is descriptive of the jurors occupation.
EMPL/OCCUP	The name of the juror's employer or occupation.
COURT	Type the court designation (C=Circuit, D=District, P=Probate, T=Trial). this labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number.) The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2).
TERM	The assigned term of the juror.
PANEL	The assigned panel of the juror.
JUROR#	The number given to the juror at the time of their assignment to a panel.

To Update a Juror

To access the screen to update juror information, enter the juror number in the field at the top of the Work with Juror screen to position the screen to the juror that needs to be updated. Type 2 in the option field and press [ENTER]. The Edit Juror (Change) Key screen appears, press [ENTER] again. Type the modified information and press [ENTER].

The screenshot shows a terminal window titled 'Edit Juror' with the following information:

JYDAE1K CHANGE 3/08/05 8:47:38

County: 76 Last Served: 10/11/04

Year: 2004/05

System#: 1

Status: ☒ LE QUALIFIED Excuse: ____

Venue: ____

Name Prompt: _____

Name: JONES, JOHN, DLN/PIN: W623373149835

Address: 123 MAIN STREET DOB: 1/01/69

City, St, Zip: CARSONVILLE MI 48419 9406 Sex: M

Race: _____

Round Trip: 3

Home Phone: _____ Work: _____ Ext _____

Occupation: _____

Empl/Occup: _____

Court: C 24 1 Term: FALL Panel: A Juror#: 1

F3=Exit F4=Prompt F10=Excused Dates

Edit Juror screen

To Delete a Juror

To access the screen to delete a juror, enter 4 in the option field next to the desired juror on the Work with Jurors screen. The Delete Juror screen appears, press [F11] to confirm delete.

```
JYDFD1K    DISPLAY                                3/08/05 10:49:15
Delete Juror

County: 76
Year: 2004/05      Last Served: 10/11/04
System#: 1

Status: QLF  QUALIFIED
Venue:

Name: JONES, JOHN,      DLN/PIN: W623373149835
Address: 123 MAIN STREET  DOB: 1/01/69
City, St, Zip: CARSONVILLE MI 48419 9406  Sex: M
Race:

Round Trip: 3
Home Phone:      Work:      Ext

Employer:

Court: C 24 1  Term: FALL  Panel: A  Juror#: 1

F3=Exit  F11=Delete
```

Delete Juror screen

If an Event or a Voucher has been created for a Juror then an error message is displayed and the Juror record cannot be deleted.

HOW TO UPDATE JUROR RECORDS - STATUS

Use the following steps to update juror records:

1. Take Option 1, Work With Jurors from the JIS Jury System menu.
2. Type the number that appears on the questionnaire in the system# field that appears in the top portion of the Work With Jurors Screen. Press [ENTER]. The record for the number entered in the system# field will display on the first detail line of the screen.
3. To update the status, round trip miles, home/work telephone numbers, occupation code, employer information of a juror:
 - A. Type 2 in the option field next to the record that needs to be updated and press [ENTER]. The Edit Juror (key screen) will display, press [ENTER] again and the Edit Juror screen will display. **Type the status of the juror, [F4] can be used in this field to prompt for valid status codes. If a status code is used that needs an excuse code, again [F4] can be used to prompt for valid excuse codes. The round trip miles, home & work telephone numbers, occupation code and employer/occupation information can be entered from the information on the questionnaire, however, it is not necessary to enter information in these fields. The venue field may be required if a second or third class district court is in the county. Once the necessary information is entered on the screen, press [ENTER] and "CONFIRM: Y(Y/N): will display in the lower right corner of the screen, press [ENTER] again to process the recorded if all information entered is correct.
 - B. The Edit Juror (key screen) will display, enter the number of the next questionnaire in the System# field and press [ENTER], the Edit Juror screen will display for this new record. Continue the process in step number 3 from the ** with the remaining questionnaires. NOTE: If using barcodes and the scanner, once you press [ENTER] to CONFIRM, then scan the barcode on the next questionnaire and the Edit Juror Screen for that juror will display.

Qualification Process Use the following steps when qualifying jurors:

- A. Separate the returned questionnaires in stacks according to their qualification code. Example: QLF, PEX - O70, etc.
- B. Take Option 1, Work With Jurors from the JIS Jury System menu.
- C. Type the number that appears on the questionnaire in the system# field that appears in the top portion of the Work With Jurors Screen. Press [ENTER]. The record for the number entered in the system# field will display on the first detail line of the screen.
- D. To update the status:
 1. Type 2 in the option field next to the first record that needs to be updated and press [ENTER]. The Edit Juror (key screen) will display.
 2. Enter the status code of the first stack of questionnaires in the Status field. Enter an excuse code, if required, in the Excuse field. Press [ENTER]. The Edit Juror screen will display with the information on the questionnaire.

-
3. Enter the round trip miles, home & work telephone numbers, occupation code and employer/occupation information as necessary from the information on the questionnaire.
 4. Enter the venue in the venue field which may be required if a second or third class district court is in the county.
 5. Press [ENTER] and "CONFIRM: Y(Y/N)" will display in the lower right corner of the screen.
 6. Press [ENTER] to process the record if all information entered is correct.
 7. The Edit Juror (key screen) will display again. Type the system number or scan the bar code of the next questionnaire. The Edit Juror screen will display for that juror with the status and excuse field updated.
 8. Repeat steps 3 through 7 until the stack of questionnaires with the same status code have been entered. Then move onto the next stack and change the status code and excuse code, if excuse code is required. Continue the process until all questionnaires have been updated on the system.

HOW TO TEMPORARILY EXCUSE A JUROR WITHIN THE SAME TERM

Use the following steps to temporarily excuse a juror within the same term:

1. To update a record for a juror who will not be available to serve during a specific period of time:
 - A. Access the Work with Jurors screen and position to the proper juror in the same manner as outlined in steps 1 and 2 above.
 - B. Type E in the option field next to the record to be updated and press [ENTER]. The work with Events screen will display. Press [F6] to create a new event. The Edit Event screen will display. Type information in the following fields:
 - 1) Event: type an event code that will require a date (See Event/Status Code table). Press [F4] to prompt in this field for a listing of available codes.
 - 2) Excuse: type an excuse code. Press [F4] to prompt in this field for a listing of available codes.
 - 3) Date: type the beginning and end date the juror will be excused.

HOW TO RE-ASSIGN JURORS FROM COURT, TERM, AND/OR PANEL

See the Transfer Option previously explained in this chapter.

To Display a Juror Record

To access the screen to display a juror record, type 5 in the option field next to the appropriate juror and press [ENTER]. The Display Juror screen appears. The field definitions for the Display Juror function are the same fields that appear in the Update Juror and Add Juror screens.

To Work with Events for a juror, enter E in the option field of the record that needs to be updated on the Work with Jurors screen and press [ENTER]. The Work with Events Screen will display. The events displayed indicate the chronological activity of the juror in descending date sequence.

```

JYDPDFK  DISPLAY                               3/14/05 12:31:51
                                Work with Events

County: 76  Year: 2004/05  System#:      1          Date: 
      Name: JONES, JOHN,
      Status: QLF  Court: C 24  1   Term: FALL  Panel: A   Juror#:  1

Type options, press Enter.
2=Change  4=Delete  5=Display
   Date   Evt  Exc   Crt   Term Pnl Case      Ltr  Excused Dates   Cmt
- 3/02/05 QLF      C 24  1   FALL A
- 3/01/05 QLF      C 24  1
- 2/07/05 NEW                                     Y

F3=Exit  F6=Create                                Bottom
                                                F10=Event Audit
  
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Work With Events screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
YEAR (Header)	The jury year of the juror.
SYSTEM# (Header)	The number assigned to the juror at the beginning of the jury process.
DATE (Header)	This field is a "positioner" field. Type the date of the event to be displayed on the first detail line of the screen.
NAME	The name of the juror.

STATUS (Header)	The status of the juror.
COURT (Header)	The court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is COURT NUMBER (circuit number, district number or probate number.) The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2).
TERM (Header)	The assigned term of the juror.
PANEL (Header)	The assigned panel of the juror.
JUROR# (Header)	The number given to the juror at the time of their assignment to a panel.
DATE	The date the event was entered.
EVT	The event code of the event that was created.
EXC	The excuse code (if applicable).
CRT	The court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is COURT NUMBER (circuit number, district number or probate number.) The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2).
TERM	The assigned term of the juror.
PNL	The assigned panels of the juror.
CASE	The assigned case number of the juror.
LTR	The letter code of a letter that has been sent to the juror.
EXCUSED DATES	The dates the juror has been excused from service.
CMT	Indicates if comments are attached to the event.
F10=EVENT AUDIT	Press [F10] to display event audit records which are created any time an event is added, changed or deleted. Press [F21] from the Display Audit Event screen to print the audit. This option identifies the user, date, time and program used to update the juror event information.
To Add an Event	To access the screen to add an event press [F6] from the Work with Events screen. The Edit Event screen appears. Type the necessary information and press [ENTER].

Edit Event screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
YEAR (Header)	The jury year of the juror.
SYSTEM# (Header)	The number assigned to the juror at the beginning of the jury process.
DATE	The current date is defaulted or enter the actual date of the event. When requesting a letter, enter the date to be printed on the letter.
+EVENT	One of the three letter event codes listed in Appendix A.
+EXCUSE	One of the three letter excuse codes listed in Appendix A.
DATE	Date range for which a juror would be exempt from serving.
COURT	The court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is COURT NUMBER (circuit number, district number or probate number.) The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2).

TERM	The designation code for a term, up to four characters. This field can be used to assign a juror to a term or reassign a juror from one term to another. When adding an event, the term information will automatically appear if the juror is previously assigned.
PANEL	The designation code for a panel. This field can be used to assign a juror to a panel or reassign a juror from one panel to another. When adding an event, the panel information will automatically appear if the juror is previously assigned.
CASE	This output field would contain the case number to which a juror has been assigned.
LETTER	The three character designation code for a letter. This field can be used to generate a letter to a juror.
LABEL	This field can be used to generate a label for a juror by typing a Y in it. Requested labels are stored on the system until printed as a batch from the Report Menu.
COMMENT	Comments about this entry.
To Modify an Event	To access the screen to update an event, enter the date of the event that needs to be modified in the field at the top of the Work with Events screen and press [ENTER]. That event will display on the first detail line of the screen. Type 2 in the option field and press [ENTER]. Type the modified information and press [ENTER].
To Delete an Event	<p>To access the screen to delete an event, enter the date of the event that needs to be deleted in the field at the top of the Work with Events screen and press [ENTER]. That event will display on the first detail line of the screen. Type 4 in the option field and press [ENTER]. The Delete Event screen will display, press [F11].</p> <p>When deleting an event, the most recent status and assignment (court, term, panel) are retrieved from the most recent status event.</p>
To Display an Event	To access the screen to display an event, enter the date of the event that needs to be displayed in the field at the top of the Work with Events screen and press [ENTER]. That event will display on the first detail line of the screen. Type 5 in the option field and press [ENTER]. The Display Event screen will display.

WORK WITH NAMES

The Work with Names function is used to record personal information about jurors. The information may be the dln/pin, name, address, dln issue date, date of birth, sex, social security number, race, or permanent excuse. The name update screens can be accessed from the JIS Jury System Menu or by prompting for a name on the Edit Juror Screen.

JYC6DFK DISPLAY 3/14/05 13:38:01

Work with Names

Name: JONES

Type options, press Enter.
 1=Select 2=Change 3=Copy 4=Delete 5=Display J=Juror Records

Name	DLN/PIN	DOB	City
JONES-THOMAS, JANE, ELIZABETH	J523366778922	1/03/57	SAINT JOHNS
JONES, ALICE,	J520048003815	11/12/66	OVID
JONES, ALLEN,	J520051237075	11/21/41	DECKERVILLE
JONES, AMANDA,	J520066549792	11/12/67	DEWITT
JONES, AMANDA, LEA	J520066461189	7/22/71	SAINT JOHNS
JONES, AMANDA, SUE	J520066778391	9/14/60	EAGLE
JONES, AMBER, LOUISE	J520066564336	8/11/56	BATH
JONES, ANDREA, CAROLYN	J520067108549	2/02/55	SAINT JOHNS
JONES, ANDREW, LARRY	J520067488517	4/23/72	SAINT JOHNS
JONES, ANN,	J520034744265	2/04/60	OVID
JONES, ANN, LAUREN	J520067549169	10/15/56	SANDUSKY
JONES, ANN, MARIE	J520067585893	11/22/49	EAST LANSING

F3=Exit F4=Prompt F6=Create More...
 Record changed. +

Work With Names screen

Accessing the Screen

The Work with Names screen can be accessed from the JIS Jury System Menu by typing 2 on the Selection or command line and pressing [ENTER].

Field Definitions

NAME (Header)	This field is a "positioner" field. Type the name of the juror to be displayed on the first detail line of the screen. Format: Last name, First name.
NAME	The name of the juror.
DLN/PIN	The driver's license or personal identification number of the juror.
DOB	The date of birth of the juror.

CITY The city of the juror's residence.

To Add a Name

To access the screen to add a name press [F6]. The Edit Juror name screen then appears. Type the appropriate information in the fields that are displayed and press [ENTER].

Edit Juror Name (Add) screen

Field Definitions

DLN/PIN	The driver's license or personal identification number assigned to the juror by the Department of State office.
NAME	The name of the juror in the format of LAST,FIRST, MIDDLE, SUFFIX.
ADDRESS	The address of the juror.
CITY, ST, ZIP	The city, state and zip code of the juror's residence.
DOB	The date of birth of the juror.
SEX	The gender of the juror.
SSN	The social security number of the juror.
RACE	The ethnic race of the juror.

MULTI-RACIAL

Type Y in this field if the juror is multi-racial.

To Select a Name

When prompting for a name in the Edit Juror Screen, you may select a name record to assign to the juror record. Type 1 in the option field next to the desired name and press [ENTER].

To Update a Name

To access the screen to update name information, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 2 in the option field and press [ENTER]. The Edit Juror Name (Change) screen appears. Type the modified information and press [ENTER].

To Change a Name

To access the screen to change the drivers license number and last name due to change, such as marital status, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 3 in the option field and press [ENTER]. The Copy Juror Name Details screen appears. Type the new drivers license number, last name, and press [ENTER].

To Delete a Name

To access the screen to delete name information, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 4 in the option field and press [ENTER]. The Delete Juror Name screen appears. Press [F11] and the record will be deleted.

The Juror Name record stands apart from the Juror record. This allows the Juror to be selected for multiple years, without duplicating his/her name. The common link between the two is the person's DLN. When trying to delete a Juror Name, if the Juror record exists (Juror was selected for a County/Year) then an error message is displayed and the Juror Name record can not be deleted. All Juror records must be deleted prior to deleting the Juror Name.

To Display a Name

To access the screen to display name information, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 5 in the option field and press [ENTER]. The Display Juror Name screen appears.

To Display Juror Records

To access the screen to work with juror records, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type J in the option field and press [ENTER]. The Juror Records for Name screen will display. A record will display for each jury year this person has had any jury activity.

JYC8DFK DISPLAY 3/14/05 14:24:56

Juror Records for Name

County: DLN/PIN: J520051237075 JONES, ALLEN,

Type options, press Enter.
2=Change 5=Display E=Events V=Vouchers T=Transfer

Co	Year	System#	Status	Crt	Term	Panel	Venue	Last Served
76	2001/02	28	SRV	C 24 1	SPR			5/21/01
76	2000/01	156	EXM					4/19/01
76	1999/00	506	EXM					3/12/01
76	1998/99	1570	QST					

F3=Exit Bottom

Juror Records for Name screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
DLN/PIN (Header)	The driver license or personal identification number assigned to the juror by the Department of State Office.
NAME (Header)	The name of the juror in the format of Last Name, First Name, Middle Name.
CO	The county number in which the juror resides.
YEAR	The year/years the juror has been randomly selected by the Department of State.
SYSTEM#	The number assigned to the juror at the beginning of the jury process.

STATUS	The status of the juror.
CRT	The court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is COURT NUMBER (circuit number, district number or probate number.) The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2). These three fields would define the location that the juror is assigned to.
TERM	The assigned term of the juror.
PANEL	The assigned panel of the juror.
VENUE	The venue of the juror.
LAST SERVED	The last date of service of the juror.
To Update a Juror Record	To access the screen to update a juror record type 2 in the option field and press [ENTER]. The Edit Juror key screen will display, press [ENTER] and the Edit Juror screen will display. Type the necessary changes and press [ENTER].
To Display a Juror Record	To access the screen to display a juror record type 5 in the option field and press [ENTER]. The Display Juror screen will display.
To Work with Events	To access the screen to Work with Events type E in the option field next to the appropriate year and press [ENTER]. The Work with Events screen will display.
To Work with Vouchers	To access the screen to work with Vouchers for Juror type V in the option field next to the appropriate year and press [ENTER]. The Vouchers for Juror screen will display.

```

JYK6DFK    DISPLAY                               3/14/05 15:09:21
                                Vouchers for Juror

County: 76  Year: 1999/00  System#: 0000499 JONES, MAUDE, FAEFAITH

Type options, press Enter.
5=Display Voucher

Opt  Voucher#   Date      Crt   Term  Pnl  Case      Amount
-    -
148  10/31/99  C 24  1   9909  A   99-12345
176  1/06/00  C 24  1   FALL  A   98-2323
208  3/06/01  C 24  1   FALL  A   99-004001
225  3/08/01  C 24  1   FALL  A   97-43215
249  3/04/02  C 24  1   FALL  B   99-123456
255  3/11/02  C 24  1   FALL  B   98-49322
257  3/11/02  C 24  1   FALL  B   98-34252

F3=Exit                                           Bottom

```

Vouchers for Juror screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
YEAR (Header)	The jury year of the juror.
SYSTEM # (Header)	The number assigned to the juror at the beginning of the jury process.
OPTION	Enter 5 in the option field next to the voucher number to display voucher. (See following example.)
VOUCHER #	The number assigned to a voucher at the time it is created.
DATE	The date the voucher was created.
CRT	The court to which the juror has been assigned.
TERM	The term to which the juror has been assigned.
PNL	The panel to which the juror has been assigned.
CASE	The case number to which the juror has been assigned.
AMOUNT	The amount of the voucher.

1/2 DAYS FIRST	The number of 1/2 days paid at the first day rate.
1/2 DAYS SUBS	The number of 1/2 days paid at the subsequent day rate.
TRIPS	Number of trips from jurors residence, to the court house and back to the jurors residence.
ROUND TRIP MILES	Number of miles per round trip.
TOTAL	Total amount to be paid to the juror.
CHECK #	The number of the check paid to the juror.
PAID DATE	The date the juror was paid.
DESCRIPTION	Item that is being paid.
AMOUNT	Amount being paid for each item.

```

JYLHDFK    DISPLAY                                3/14/05 15:20:30
                                Display Voucher

County: 76  Court: C 24 1  Year: 1999/00  Voucher#:    148
System#:   499  INGHAM,FREDERICK,HAROLD

Event: ORI  ORIENTATION
Term: 9909      Panel: A
Date: 10/31/99  Case#: 99-12345-FC      PEOPLE VS JOHNSON
1/2 Days 1ST:   1  1/2 Days Subs:   0  Trips:   1  Round Trip Miles:  25
Total:         .00  Check#:              Paid Date:

F3=Exit
No data to display.

```

Display Voucher screen